

**Policy on Timely Completion of Assigned Tasks**

Effective 02/08/2019

Reaffirmed by GMEC 12/13/2024

Previous 01/13/2023

McGaw trainees must complete all training and compliance tasks and modules assigned by McGaw, the program, and / or all training sites in a timely manner.

All active trainees in ACGME-accredited specialty and subspecialty programs (regardless of size) will be surveyed by the ACGME each academic year. Trainees must be provided the opportunity to complete the survey free of coercion. While trainees may be provided time during work hours to complete the survey, every trainee must also be provided the option to complete it privately and at home.

Trainees are responsible for documenting all patient encounters completely, accurately, and on time. Trainees must adhere to base hospital, rotation hospital, and federal policies regarding the timely completion of medical record documentation.